



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 20th March 2025, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX.**

PC MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Peter Clements, Faith Evers, Fred Harper, Sandra Fenney, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Vivienne Walton and Jim Wenban

Council Staff Present: Alex Jack, Clerk/PO and Helen Symmons, Locum RFO

Also Present: One member of public

122 **Apologies for Absence**

Cllrs: Joan Darwell and Ray Letheren

The reasons for absence were given and following a proposal (Cllr Fribbins, seconded Cllr Kentell) Council **RESOLVED** to accept the apologies.

123 **Declarations of Interest**

Cllrs Fribbins; Harper and Walton – Cliffe Woods Community Association

Cllrs Bishop, Fribbins, Kentell, Walton – Cliffe and Cliffe Woods Community Trust

124 **Co-option – Currently two vacancies for Cliffe Woods Ward.**

No interest has been received.

Adjournment (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

There were no representations.

125 **Approval of Minutes of Meeting held on 20/02/25.**

Following a proposal (Cllr Walton, seconded Cllr Bishop) Council **RESOLVED** that the minutes be accepted and were duly signed by the Chairman.

126 **Matters Arising from Minutes of Meeting on 20/02/25.**

There were no matters arising.

127 **Report: Clerks**

The Locum RFO reported that with the end of the financial year approaching, the AGAR paperwork was awaited from the external auditor.

The Clerk reminded Councillors of the Annual Parish Meeting on 17th April at 7pm in the Memorial Hall. An invitation to various speakers had been sent. Cllr Wenban and Kentell passed on their apologies for the meeting.

128 **Report: Chair (Cllr B Dibble)**

The Chair had nothing to report as items were covered within the agenda.

129 **Report: Finance & General Purposes (presented by Cllr Wyatt)**

The F&GP committee met on 11/03/25 at St Helen's House, Cliffe.

- a) Recommendations to full Council from F&GP Committee
 - i) Bank reconciliation January 2025

- Proposed Cllr Wyatt, seconded Cllr Kentell **RESOLVED**
- ii) Receipts and payments for February 2025 (Appendix 1)
Proposed Cllr Wyatt, seconded Cllr Bishop **RESOLVED**
 - iii) Terms of Reference for Personnel Panel
Proposed Cllr Wyatt, seconded Cllr Kentell **RESOLVED**
 - iv) Application Form and Standard Terms and Conditions of Use for Council Land.
Proposed Cllr Wyatt, seconded Cllr Fenney **RESOLVED**
 - v) Investment Strategy
Proposed Cllr Wyatt, seconded Cllr Dibble **RESOLVED**
 - vi) Reserves Policy
Proposed Cllr Wyatt, seconded Cllr Bishop **RESOLVED**
 - vii) Tree Survey quote from Alltree Consultancy
The Clerk confirmed this was for the survey and production of a tree location map and would cost £500 + VAT.
Proposed Cllr Wyatt, seconded Cllr Walton **RESOLVED**
 - viii) Deposit Account Options
Discussion took place with the Fitch rating highlighted.
Proposed (Cllr Wyatt, seconded Cllr Bishop) that £30,000 remain within Nat West accounts, £85,000 be invested in a FCSC protected institution and the remainder of Council funds be invested in the CCLA Public Sector Deposit Fund.
Cllr Wenban requested a recorded vote.
Those in favour: Cllrs Bishop, Dibble, Fribbins, Walton and Wyatt
Those against: Cllrs Clements, Eysers, Fenney, Kentell and Wenban
Abstentions: Cllrs Harper and McDermid
RESOLVED following Chairman's casting vote.
 - ix) Earmarked Reserves reviewed for year-end (Appendix 2)
Proposed Cllr Wyatt, seconded Cllr Dibble **RESOLVED**
 - x) Fixed Assets reviewed for year-end (Appendix 3)
Proposed Cllr Wyatt, seconded Cllr Fenney **RESOLVED**
 - xi) Clerk/PO appraisal outcome.
The Clerk left the meeting.
Cllr Wyatt thanked Councillors for completing the '360' review and appraised Council of the targets set for the coming year.
Proposed (Cllr Wyatt, seconded Cllr Fenney) that the Clerk be awarded an increase of two scale points from SCP 21 to 23 as per the recommendation from F&GP **RESOLVED**
The Clerk returned to the meeting.
 - xii) Proposal for staff arrangements
The Locum RFO left the meeting.
Cllr Dibble presented a report to Council. There followed two proposals (Cllr Dibble, seconded Cllr Wenban):
 - a) To offer the Locum RFO a permanent position as RFO subject to the conditions, hours and salary as detailed in the report. **RESOLVED**
 - b) To recruit an Assistant Clerk in a junior role subject to the conditions, hours and salary as detailed in the report. Training to be offered to become the Clerk should staff change in the future. **RESOLVED**
- b) Other items of note from F&GP Committee (no decisions required)
 - i) Quotes to be obtained for concrete litter bin on the Recreation Ground.
 - ii) Bank reconciliation checks September 2024 to December 2024 completed with no issues raised.
 - iii) Allotment rent invoices for 2025/26 have been sent out.
- All the above were **NOTED** by Council

130

Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO) – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

An update was requested regarding the erection of the solar lights for the car park. An accident had happened on Medway Council land within the car park. The Clerk will ask Medway Council to consider installing a light on that area. Quotes are waited for the installation of the Parish Council lights.

The Clerk reported a break-in to a container at the Recreation Ground which has been reported to the police. It will be established if any Council property is missing and if so, an insurance claim will be made.

131

Report: Planning Committee (Cllr Fribbins)

The Planning Committee met 27/02/2025. Cllr Fribbins had provided a comprehensive report on the agenda and provided a verbal overview at the meeting. Council was also advised of additional applications received since the planning meeting but as the Committee meets imminently, these were deferred to be discussed at that meeting. Council **NOTED** the comprehensive report. It was highlighted that there is still a gap in the afternoon bus service, but Arriva had confirmed that no adjustments could be made due to buses required for school transfers. The proposed development at Chattenden Barracks is using land that has

been derelict for many years and a smaller development is proposed now. The Local Plan is due to be presented to Medway Council Cabinet in June.

132

Report: Other Committees/Panel

- 132.1 Footpaths and Common Land – nothing to report regarding Parish Council matters.
- 132.2 Personnel Panel – nothing further to report as covered in the agenda.
- 132.3 Social and Digital Media – posters had been circulated earlier in the meeting

133

Report: Other Bodies

- 133.1 Cliffe and Cliffe Woods Community Trust – Cllrs Bishop/Fribbins/Kentell/Walton
Nothing to report.
- 133.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton/Harper/McDermid
Cllr Walton advised all was well, excited about the works happening and will have a community open invitation once completed.
- 133.3 Cliffe Memorial Hall – Cllr Darwell
No report received.
- 133.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban
A meeting will take place 1st May.
- 133.5 Rural Liaison Committee - Cllr Wyatt
A meeting had been held with a presentation by City Fibre.
- 133.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid
The next meeting is 30th April.
- 133.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid
Next meeting is 24th April. There was no update on the Higham closure.
- 133.8 Events
No report received.

121

Other Reports – to be handed to the Clerk for the next meeting on 15/05/25 at the Emmanuel Centre, Cliffe Woods.

Cllr Fribbins provided an update on the proposed devolution model for Kent following the Government's White Paper. Two proposals were being considered. A three unitary model where Medway would combine with Gravesham and Dartford or a four unitary model where Swale would be added as well. The agreed way forward is to be published by the end of the year.

Meeting closed at 21.05.

Signed as a true record of proceedings:

Chairman

Date

Appendix 1

	Feb-25	List of Receipts and		
F&GP: 11th March 2025		Payments		
	Income			
		Receipts Received		
NatWest	Bank Interest	£73.81		
NS&I	Interest (recd January)	£818.90		
HMRC	VAT			
Total Income		£ 892.71		
Payee	Item Description	Payment amount	Type	Authority
Local Loft	Storage charge 24/25	£ 600.00	BACS	Delegated
Amazon	Solar light for meeting hall	£ 25.67	DC	F&GP - Feb 25
KALC	Chairmanship conference	£ 84.00	BACS	Delegated
EDF	Electricity changing rooms	£ 242.88	DDR	Contractual
Aardvark Electronics	CCTV	£ 676.00	BACS	Contractual
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - Jan
Salaries	January		BACS	F&GP - Jan4
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
Cliffe Memorial Hall	Annual grant (balance)	£ 2,000.00	BACS	Council
Vonage	Telephone	£ 10.54	DC	Contractual
Total Expenditure		£ 4,953.86		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

REVIEW OF RESERVES FOR YEAR END

EARMARKED RESERVE	Opening Balance	Movement	Closing Balance
Election Expenses	£5,299.99	-	£5,299.99
Rural Liaison Grant	£11,497.92	-	£11,497.92
Youth Projects	£4,162.00	-	£4,162.00
Village Improvements	£7,577.82	(£1,684.00)	£5,893.82
Plat Jubilee	£1,116.75	-	£1,116.75
Cliffe Woods Car Park	created	£70,000 £6,878.00	£76,878.00
Parish Events	created	£4,000 (£2,000.00)	£2,000.00
Allotment Key Deposits	created	£260 £10.00	£270.00
Repairs & Maintenance		£5,000*	£5,000
Noticeboards		£1,500*	£1,500
Buttway		£1,000*	£1,000
Skatepark		£1,200*	£1,200
	£29,654.48	£86,164	£115,818.48

*Recommended in view of budgetary underspend 2024/25

Fixed Asset Review 2024/25

03/03/2025
14:07

Cliffe & Cliffe Woods Parish Council
ASSETS ACQUIRED BETWEEN 01/04/2024 AND 03/03/2025

Page 1
User: 7174.C.FRIBBINS

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
06/06/2024	GATE	Cliffe Play Area Rear Gate	3,067.60	3,067.60	3,067.60
02/08/2024	BENCHES	Picnic Benches x 2	842.40	842.40	0.00
08/10/2024	CPG05	Play area Sign with Posts	342.00	342.00	342.00
30/11/2024	CBW06	Barriers and bollards	1,548.90	1,548.90	1,549.00
12/01/2025	CWCP03	2 x solar lights Parkside Parade car park	1,008.00	1,008.00	1,008.00
11/02/2025	CRG06	CCTV cameras x 2	676.00	676.00	676.00
TOTAL			7,484.90	7,484.90	6,642.60

03/03/2025
14:12

Cliffe & Cliffe Woods Parish Council
ASSETS DISPOSED BETWEEN 01/04/2024 AND 03/03/2025

Page 1
User: 7174.C.FRIBBINS

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
02/08/2024	CPG04	Cliffe Picnic Bench	351.00	351.00	0.00
02/08/2024	CRG03	Benches x 4	2,005.00	2,005.00	0.00
TOTAL			2,356.00	2,356.00	0.00

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>
Administration	7,047.66
Cliffe	5,540.00
Cliffe + Cliffe Woods	3,548.90
Cliffe Allotments	14,917.00
Cliffe Buttway	5,502.00
Cliffe Changing Rooms	142,002.94
Cliffe Memorial Hall	1,180.00
Cliffe Playground	255,388.00
Cliffe Recreation Ground	6,349.00
Cliffe Woods	18,137.00
Cliffe Woods Car Park	3,964.00
TOTAL	463,576.50